Updated 02/22/2016

HR Generalist Role

Agency	Role	Description
All agencies	Role Includes: • HR OM Processor (ZS:OM_HR_PROCESSOR_AGENCY) • HR Administrator (ZS:PA_HR_ADMINISTRATOR_AGENCY) • HR Reporting (ZS:PA_AGENCY_HR_REPORTING) • Time Administrator (ZS:TM_ADMINISTRATOR) • Time Reporting (ZS:TM_REPORTING) • Payroll Officer SuperUser (ZS:PY_OFFICER_SUPER_USER_AGCY) • Insurance Coordinator Commonwealth Paid I (ZP:BN_INS_COORD_CW_PAID_I) • FileNet ColdP1Docs role (ZP:FN_COLD_P1_DOCS_ALL) • FileNet Employee Records role(ZP:FN_EMPLOYEE_RECORDS_ALL) • FileNet Register Verif Document Type role (ZP:FN_REGISTER_VERIF) • FileNet W2 Doc Class role (ZP:FN_W2_ALL)	**HR OM Processor** - Administrators at agency level to view/update most OM / PD data for their own Org Unit (Agency) and any additional Org Units assigned by structural authorization. Can only view most data, but can create requests for establishments, abolishments, etc and access to change certain relationships and information related to costing on a position. **HR Administrator** - Access to most PA data and first line of contact for employees. **HR Reporting** - The Agency HR Reporting role will have access to execute all day-to-day operational reports and standard listing reports applicable to agencies. To be executed as needed. **Time Administrator** - Enters time and edits sheet data for employees via SAP GUI. Data entered into the timesheet will be treated as approved data and not additional approvals are required to process this data in time evaluation and payroll. Also have the ability to run time evaluation and review all time management related reports. **Time Reporting** - Views timesheet data and time reports but do not have update ability. **Payroll Officer SuperUser** - Can create, change, copy and delete access to employee records (with the exception of the basic pay record), as well as read and write access to any employee master data or pay data reports. This role has read only access to the end to end payroll processing programs listed in the payroll administrator role. Users holding this role may also process more complicated payroll transactions, such as payments to deceased employees, overpayments and claims processing, year to date adjustments and W-2s. **CP Insurance Coordinator I** - Coordinators will be able to view, update and terminate employee benefit-related information. **FileNet ColdP1Docs role** - Gives agencies FileNet administrator access to FileNet Document Class - ColdP1Docs **FileNet Employee Records role** - Gives agencies FileNet administrator access to FileNet Document Class - EmpRecDocs **FileNet Register Verif Document Type role** - Gives agencies FileNet administrator access to FileNet Document Class - Register **FileNet W2 Doc Class role** - Gives agencies FileNet administrator access to FileNet Document Class - W2

HR Executive Role

Agency	Role	Description
All agencies	Role Includes: • HR Reporting (ZS:PA_AGENCY_HR_REPORTING) • HR Liaison Viewer (ZS:PA_HR_LIASION_VIEWER) • Time Reporting (ZS:TM_REPORTING) • HR OM View Agency (ZS:OM_HR_VIEWER_AGENCY) Add on(optional): Workflow	**HR REPORTING:** The Agency HR Reporting role will have access to execute all day-to-day operational reports and standard listing reports applicable to agencies. To be executed as needed. **(This role is included in the HR Generalist role.)** **HR LIAISON VIEWER:** View only of the agency administrator and cannot update or maintain information. This role will mostly be used for users that require PA reporting responsibilities at an agency level. **(The access attached to this role is included in the HR Generalist role.)** **TM REPORTING:** Views timesheet data and time reports but do not have update ability. **(This role is included in the HR Generalist role.)** **HR OM VIEW AGENCY:** Administrators at agency level able to view the OM data for their own Org unit and any additional Org units assigned by structural authorizations. When it is necessary for the HR Executive to provide final agency approval on actions, the request should include the requested role(s) and the workflow box should be checked.

Specialist Roles

Agency	Role	Description
All agencies	HR OM View Agency (ZS:OM_HR_VIEWER_AGENCY)	Administrators at agency level able to view the OM data for their own Org unit and any additional Org units assigned by structural authorizations.
All agencies	HR Liaison Viewer (ZS:PA_HR_LIASION_VIEWER)	View only of the agency administrator and cannot update or maintain information. This role will mostly be used for users that require PA reporting responsibilities at an agency level. **(The access attached to this role is included in the HR Generalist role.)**
All agencies	HR Reporting (ZS:PA_AGENCY_HR_REPORTING)	The Agency HR Reporting role will have access to execute all day-to-day operational reports and standard listing reports applicable to agencies. To be executed as needed. **(This role is included in the HR Generalist role.)**
All agencies	Time Administrator (ZS:TM_ADMINISTRATOR)	Enters time and edits sheet data for employees via SAP GUI. Data entered into the timesheet will be treated as approved data and not additional approvals are required to process this data in time evaluation and payroll. Also have the ability to run time evaluation and review all time management related reports. **(This role is included in the HR Generalist role.)**
All agencies	Timekeeper (ZS:TM_KEEPER)	Enters time and edits sheet data for employees via the SAP GUI. Data entered into the timesheet will be treated as approved data and not additional approvals are required to process this data in time evaluation and payroll. Also have the ability to review all time management related reports. **(The access attached to this role is included in the HR Generalist role.)**
All agencies	Time Reporting (ZS:TM_REPORTING)	Views timesheet data and time reports but do not have update ability. **(This role is included in the HR Generalist role.)**
All agencies	FMLA View Only (ZS:TM_FMLA_DISPLAY)	Views the data in the FMLA workbench and run the FMLA related reports.
All agencies	FMLA Tester (ZS:TM_FMLA_TESTER)	Checks FMLA eligibility for an employee, but will not have the ability to create and occurrence or to view of modify any existing data in the FMLA workbench.
All agencies	FMLA Processor (ZS:TM_FMLA_PROCESSOR)	Maintains all functionality for the FMLA workbench, create, edit, and delete requests. Assigns absence data to request and execute FMLA related reports.
Active ESS Agencies Only	Emergency Backup Approver (ZS:TM_TIME_BACKUP_TIME_APPROVR) **The position of this role must also hold HRG role.**	Perform backup approval tasks for ESS Time Recording.
All agencies	Payroll Simulator **(must have HRG role)** (ZS:PY_OFFICER_SIMULATION)	Has access to only one transaction - simulating an employee's designated to run the simulation report.

Agency	Role	Description
All agencies	Payroll Liaison (ZS:PY_OFFICER_AGENCY)	Limited create, change, copy and delete access to employee records, as well as limited read access to employee master data or pay data reportsprograms listed in the payroll administrator role.
Military Affairs	SAD Unit Administrator - Time Entry (ZS:PY_SAD_UNIT_ADMIN_TE)	
Military Affairs	SAD Time Approver (ZS:PY_SAD_TIME_APPROVER)	
Military Affairs	SAD Mission Administrator (ZS:PY_SAD_MISSION_ADMIN)	SAD transactions and processes, time entry, time approver, SAD mission administrator and SAD data administrator. These roles have minimal access, such as read only to all infotypes except IT0015.
Military Affairs	SAD Data Administrator (ZS:PY_SAD_DATA_ADMIN)	
All agencies	CP Insurance Coordinator 2 (ZP:BN_INS_COORD_CW_PAID_II)	View Only Coordinators will be able to only view benefit-related information.
All agencies	FICO Reporting (ZS:FICO_AGENCY_REPORTING)	Role designed to allow for agency FI resources access to time, payroll and finacial reports.
OSBD	OSBD Reporting (ZS:PA_Personnel_Budgeting)	garnishment reports and view payroll results
All agencies	ZS:OM_HR_RELATIONSHIPS_AGENCY	Allows agencies access to the Management Analysis Report and to maintain a position.
ASCs Only	ZS:ACB_ASC_ADMINISTRATOR	This role gives Agency Security Contacts the ability to review KHRIS access assigned within their agency, as well as providing the ability to submit Access Requests via the HR Portal
All agencies	ZS:PA_AGENCY_EVAL_COORDINATOR	This role gives the Agency Eval coordinator display access to IT9020 for evaluation information
All agencies	ZS:PA_AGENCY_EVAL_LIASION	This role gives the Agency Eval liaison display access to master data including evaluation information as well as access to run some PA reports pertaining to headcount, employee lists and agency evals.
Auditor's	ZC:APA_AUDITOR	This grants APA access to the IMG.
All Executive Branch Agencies	ZP:SP_NMUNCLASS_PROCESSOR	Role provides access to the Non-Merit Candidate Processing application for KRS 12:040, 12:50 and 12:210 appointments. Role allows for specific KHRIS data element to be called into the web-enabled application to facilitate the process.